



Austin Community College
5930 Middle Fiskville Rd., Austin, TX 78752
High School Programs, Rm. 507.6

Student HANDBOOK

High School Programs

Office of College and High School Relations
Austin Community College © 2021

Ver el reverso para la versión en español



High School Programs

2021-22

Student Handbook

Office of College and High School Relations

Austin Community College

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(512) 223-7066

collegenow@austincc.edu

Austin Community College District, 5930 Middle Fiskville Rd. , Austin, Texas 78752

<https://www.austincc.edu/academic-and-career-programs/dual-credit-programs>

The Riverbat Pledge

I commit to completing what I start.

I will seek guidance and help others.

I will pursue knowledge, ask questions, and challenge myself.

I will never give up.

I will graduate from Austin Community College.

I am a Riverbat.

I am ACC



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August 30, 2021

To ACC High School Program Students and Families:

Congratulations on enrolling in one of Austin Community College's programs for high school students! You have chosen a path that will not only help you earn college credit prior to high school graduation, but which has also proven to increase your likelihood of completing a postsecondary credential. Staff members from our High School Programs Enrollment & Partnerships office probably helped assist you in the initial application and enrollment process.

Academic coaches from our High School Programs Academic Success (A&S) office will be assisting as you proceed with taking ACC courses. A&S staffers can help you and your parents with understanding your degree pathway, choosing courses, improving study skills, and addressing any academic or disciplinary problems that may occur during the semester. We can also field any questions your parents may have about ACC policies and procedures, concerns about faculty, student progress, etc. The enclosed handbook includes important information and also identifies the various staff members assigned to your schools. As we continue to add new staff and ACC policies change, please consult our office or the ACC addresses listed in the handbook for the most current information.

I encourage you to contact our office with *any* questions you might have and **subscribe to our High School Programs Family Newsletter** - <https://tinyurl.com/27pvrvfh>

We are very excited to count your family among our Riverbat population!

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Biegert".

Melissa Langley Biegert, Ph.D.

Director

Academic Success for High School Programs

Email: melissa.biegert@austincc.edu

Phone: (512) 223-7057

Encl.(1)

From the moment students begin taking college courses at Austin Community College (ACC), a new door of opportunity opens. Choosing to start college while in high school is a major decision. This choice demonstrates that students are focused on preparing for their future by taking the most advanced form of learning while in high school. College is not easy but once a student gets started, our team is committed to ensuring their success in the college classroom and planning for the future.

Being a college student enables a person to have a level of independence and be in charge of their learning. With independence also comes maturity. College students are expected to learn and understand their rights and responsibilities (this includes high school students taking college courses). The Office of College and High School Relations (CHSR) at ACC provides a variety of support services to assist students in their transition of beginning college while in high school.

This student handbook is an additional resource to assist high school students with navigating the College resources and supports to ensure success. What students learn inside and outside the classroom is essential to their growth and development as a college student. Most importantly, students will learn now to ask for help and self-advocate.

ACC and the College and High School Relations team are honored to be able to contribute to a student's educational pursuits and we look forward to cheering on each student and watching them succeed!

Sincerely,



Mison Zuñiga
Interim Vice President – College and High School Relations

Understanding the High School Programs Experience

In the state of Texas, high school students who meet college readiness standards can take dual credit courses—college courses that also count towards meeting high school course requirements—as early as the 9th grade. Students who meet the college-readiness requirements must have signed approval from their high school administration, parents, and college personnel, and their school district must have a Memorandum of Understanding (MOU) on file that has been signed by the appropriate district and college administration.

High school students who take college courses operate within two separate systems—that of the college and of their high school. These institutions may have different rules and regulations, but High School Program students are expected to adhere to both. Due to accreditation regulations, when such rules and regulations may conflict with one another, the college rules take precedence. Likewise, faculty are expected to adhere to college rules and regulations when teaching college courses, even when those classes meet on a high school campus or if the employee is an employee of the school district. Student complaints about college faculty or personnel are handled exclusively by the college administration.

In cases in which ACC High School Program students face disciplinary action for behavior related to their college experience, the college and high school personnel may address the same situation separately, based on the rules and regulations of their own institutions. Thus a student may face different sanctions by each institution for the same offense. All students taking ACC courses have a rights to due process by the college (explained on page 13), which may follow a slower timeline for completion than that of the high school personnel.

High School Programs Overview

Early College High School

ACC's Early College High School initiative enables students to earn tuition-free college credit that also satisfies high school requirements. With hard work, ECHS students who begin college classes in the ninth grade can earn both a high school diploma and up to 60 college credit hours or an associate degree in four years. ECHS is available at select high schools designated by the Texas Education Agency (TEA).

<https://www.austincc.edu/academic-and-career-programs/dual-credit-programs/early-college-high-school>

Dual Credit

The Dual Credit program allows eligible high school students residing in the ACC Community College District service area to enroll in college-level classes. Students can earn college credit by taking ACC classes at their high schools, at any ACC campus, or other ACC location. Distance Learning courses also are available. In addition to college credit, students may earn credit toward their high school graduation requirements by completing dual credit courses.

<https://www.austincc.edu/academic-and-career-programs/dual-credit-programs/dual-credit-program>

ACC Tech

ACCTech (formerly referred to as Tech Prep) is a way to start a college technical major in high school. In a ACCTech program, students begin their course of study in high school and continue in college courses. Students in ACCTech programs can earn from 2 to 31 hours of credit that are held in escrow until the student enrolls in an ACC certificate or degree program. Once they complete one course at ACC, they can claim their applicable banked credit towards their degree or certificate plan.

<https://sites.austincc.edu/acctech/>

Upward Bound Program

TRIO-Upward Bound is a college preparatory program for high school students funded by the U.S. Department of Education and sponsored locally by Austin Community College. Upward Bound is specifically designed to generate the skills and motivation necessary for success in education beyond high school by providing college, career and financial aid awareness through tutorial services, workshops and field trips.

<https://www.austincc.edu/academic-and-career-programs/dual-credit-programs/upward-bound/about-the-program>

Career Academies

ACC provides students with a fast-track program to become career ready through our Career Academies. Career Academies are a partnership between ACC and area employers to increase hiring for high-demand technical jobs. Students enroll in a Career Academy and complete the short list of courses to earn entry-level certification recognized by area employers. After earning a certificate, students can seek entry-level employment and enroll at ACC to complete their education toward an associate degree.

<https://www.austincc.edu/academic-and-career-programs/dual-credit-programs/career-programs/career-academies>

Career Scholars

An All-Inclusive Scholarship: Austin Community College's new, all-inclusive scholarship program supports students focused on starting a career immediately after ACC. Career Scholars receive financial and academic support while working toward a certificate or associate degree in an approved area of study. The scholarship covers the cost of tuition and fees — for a total of \$5,000 disbursed over a period of up to 3 years — and ensures recipients have the guidance and support they need to reach their goals.

<https://www.austincc.edu/students/career-scholars>

Division Information

All ACC programs for high school students are administered by the Division of College and High School Relations (CHSR).

General Division Contacts:

Phone: 512-223-7066

Email: collegenow@austincc.edu

Mailing Address: Austin Community College District, 5930 Middle Fiskville Rd., Austin, Texas 78752

Subscribe to the ACC High School Programs Parent Newsletter: <https://conta.cc/3121cK6>



Identifying Your Support Team

Every high school student enrolled at ACC has a team of staff members dedicated to helping them succeed. Two primary departments within the division assist High School Program students directly:

Enrollment and Outreach: This department provides outreach and recruitment for all high school programs at the middle and high schools. Staff from this department primarily assist students with enrollment forms and other basic onboarding issues.

Academic Success: This department is responsible for advising all high school students enrolled in ACC courses, monitoring their success, and providing academic coaching. Staff from this department are the student's main support once they are enrolled in ACC programs. They can assist students who are struggling with college coursework or experiencing other personal or behavioral issues that may interfere with their success in college. They can also assist graduating high school seniors with completion of an ACC credential or transition to ACC or university after graduation.

Staff who work with Enrollment or with Advising are assigned to students based on their high school location. Private or charter school students generally work with staff assigned to the public high school that is closest to theirs. Homeschool students should work with staff assigned to the closest public high school to their home. Staff assignments for Fall '21 are listed on pages 7-8. ***As staffing and office assignments are subject to change, please check the division webpage for updates:***

<https://www.austincc.edu/academic-and-career-programs/dual-credit-programs/staff-contacts>

HIGH SCHOOL PROGRAMS ACADEMIC SUCCESS (Advising & Coaching)

Dr. Melissa Biegert, Director Academic Success
melissa.biegert@austincc.edu

Yvette Flores, Assistant Academic Success yvette.flores@austincc.edu
 Office: 512-223-7057

North Region

Devon Miller, Manager devon.miller@austincc.edu (ACC Campuses: **EGN**)
Bastrop: CRCA, **Elgin:** Elgin HS & ECHS; **Manor:** Manor HS (ECHS), Manor Senior HS (ECHS), **McDade**

TBD, Coordinator @austincc.edu (ACC Campuses: **NRG, SGC**)
Austin: (Devon Miller - Interim) Anderson, Juan Navarro ECHS (formerly Lanier), **Lago Vista:** (Destinee Wells - Interim), **Leander:** (Dr. Melissa Biegert - Interim) Cedar Park, Leander, New Hope, Rouse, Tom Glenn, Vandegrift, Vista Ridge, **Liberty Hill** (Melissa Reyna - Interim)

Melissa Reyna, Coordinator melissa.reyna@austincc.edu (ACC Campus: **RRC**)
Georgetown: East View, Georgetown, Richarte, **Pflugerville:** Connally, Hendrickson, PACE, Pflugerville, Weiss, Jarrell
Round Rock: Cedar Ridge, McNeil, Round Rock, Round Rock ECHS, Stony Point, Success, Westwood

Destinee Wells, Coordinator destinee.wells@austincc.edu (ACC Campus: **CYP**)
Charter ECHS: Harmony ECHS, **All OTHERS:** Charter, Private, Homeschooled

South Region

Shaunyle Canada, Manager shaunyle.canada@austincc.edu (ACC Campuses: **SAC, RGC**)
Austin: Ann Richards, Austin, Bowie, Crockett & ECHS

Adrian Ruiz, Coordinator adrian.ruiz@austincc.edu (ACC Campus: **HYS**)
Austin: Akins & ECHS, **Blanco, Hays:** Hays, Mo & Gene Johnson HS, Lehman, Live Oak Academy HS, **Johnson City, Lockhart, Luling, Prairie Lea, San Marcos C:** San Marcos, Phoenix, **Wimberley**

Christopher O'Donnell, Coordinator christopher.odonnell@austincc.edu (ACC Campus: **HLC**)
Austin: Garza, LBJ ECHS, LASA, McCallum, Northeast ECHS (formerly Reagan) **Dripping Springs, Lake Travis,**
Eanes : Westlake HS

Tikki Watson Harris, Coordinator, tikki.harris@austincc.edu (ACC Campus: **RVS**)
Austin: Eastside Memorial & ECHS, Travis ECHS, **Bastrop:** Bastrop, Cedar Creek, **Del Valle:** Del Valle & ECHS, **Manor:** Manor High Sch (DUAL), Manor New Tech, Manor Senior High (DUAL), **Smithville**

ENROLLMENT & PARTNERSHIPS (Onboarding Team)

Jason Sanchez, Interim Director Enrollment & Partnership
jsanche1@austincc.edu

Vacant, Assistant & ENGL Test Coordinator vacant@austincc.edu
 Office: 512-223-7063 / Fax: 512-223-7067

North Region

Zach Denton, E&P Manager zdenton@austincc.edu
Bastrop: CRCA (ECHS), **Elgin:** Elgin HS & ECHS/PTECH, **Manor:** Manor & ECHS

Leanne Jacobs, E&P Coord
Austin : Anderson, Juan Navarro ECHS/PTECH, **Georgetown:** East View, Georgetown, Richarte, **Jarrell, Pflugerville :** Connally, Hendrickson, PACE, Pflugerville, Weiss, **Private:** Brentwood Christian School, Huntington Surrey School, Hyde Park High School, Renaissance Academy, Victory Christian Center School, **Charter:** Cedars Academy Next Generation, Chaparral Star Academy, Gateway College Prep, Gateway Tech, Goodwill Excel Center, Harmony Science Academy-Pflugerville, IDEA College Prep Rundberg, Jubilee Wells Branch, NYOS, Premier North, Premier Pflugerville, Trinity Charter School

Talisia McHugh, E&P Coord tmchugh@austincc.edu
Lago Vista, Leander: Cedar Park, Leander, New Hope, Rouse, Tom Glenn, Vandegrift, Vista Ridge, **Liberty Hill, Private:** Cedar Park Academy, Concordia High School, Harbor Leadership Academy, Summit Christian Academy, Hill Country Christian Academy, Sterling Classical School, St. Dominic Savio Catholic, **Charter:** Harmon School of Endeavor

Zach Denton, TEMP zdenton@austincc.edu
McDade, Round Rock: Round Rock ECHS, Cedar Ridge, McNeil, Round Rock, Stony Point, Success, Westwood, **Private:** Grace Academy, Round Rock Christian Academy, **Charter:** Meridian World School

South Region

Veronica Castillo, E&P Interim Mgr. vcastill@austincc.edu
Austin: LBJ ECHS/PTECH, Northeast ECHS, McCallum

Ruben Cruz, E&P Coord ruben.cruz@austincc.edu
Austin: Akins & ECHS, **Blanco, Hays:** Hays, Mo & Gene Johnson HS, Lehman, Live Oak Academy HS, **LBJ Johnson City, Lockhart, Luling, Prairie Lea, San Marcos:** San Marcos, Phoenix, **Wimberley, Private:** Austin Tennis Academy College Prep, Gospel Lighthouse Christian Academy, Hill Country Christian San Marcos, San Marcos Academy

Veronica Castillo, E&P Interim Mgr. vcastill@austincc.edu
Austin: Ann Richards, Austin, Bowie, Crockett & ECHS/PTECH, **Dripping Springs, Lake Travis, Westlake, Charter:** Premier South University High School, **Private:** Aesa Prep Academy, Austin Waldorf School, Fusion Academy Austin, Headwaters School, Rawson Saunders, Regents School of Austin, Skybridge Academy, St. Andrew's Episcopal School, St. Michael's Catholic Academy, St. Stephen's Episcopal School, Veritas Academy, **Charter:** Premier South, University High School

Tina Carver, E & P Coord tina.carver@austincc.edu
Austin: Eastside Memorial & ECHS, Garza, LASA, Travis & ECHS, **Bastrop:** Bastrop, Cedar Creek, **Del Valle:** Del Valle & ECHS, **Manor:** Manor New Tech, Manor Senior High, **Smithville, Private:** ACE Academy, Austin Peace Academy, Griffin School, San Juan Diego Catholic, **Charter:** American Youthworks, Austin Can Academy, East Austin College Prep, Harmony School of Excellence, KIPP Austin Collegiate, Sci-Tech College Prep, Texas Empowerment Academy, Texas School for the Deaf

Career Academies & Job Readiness Programs

Natalia S. Almanza, Manager natalia.almanza@austincc.edu

Natalia S. Almanza, **TEMP** natalia.almanza@austincc.edu

ACC Campuses: Healthy Sciences Academy, Health Sciences Bldg., Eastview Campus, Manufacturing Academy, Highland Campus, **Austin:** LASA – Biotechnology Academy, Navarro – Biotechnology/TRIO, Electric Academies, Anderson, Engineering Tech, **Manor:** Engineering Technology

Sabrina Zertuche, Coordinator sabrina.zertuche@austin

ACC Campuses: Information Technology (IT) Academy, Highland & San Gabriel Campus, **Austin:** Travis – TRIO Electric Academies, Crockett – Construction Academy/PTech, Bowie – Info Tech Academy (Fall 2021), **Bastrop:** Automotive (Spring 21), **Elgin:** Information Technology (IT)

Career Scholars Program

Stephen Clifton, Director Career Scholars

sclifton@austincc.edu

Vacant Admin Assistant

vacant@austincc.edu

Aubony Crenshaw-Alonzo, Coordinator aubony.crenshaw-alonzo@austincc.edu

Austin: Akins, Crockett, Travis, **Del Valle:** Del Valle,

Area of Study: Computer Science, DMCAT, Engineering

Chelsa King-Carr, Coordinator chelsa_king@austincc.edu

Austin: Navarro ECHS, **Manor:** Manor Senior High, **Elgin:** Elgin High School,

Area of Study: Business, Education, Liberal Arts

Marie Trzeciak, Coordinator marie.trzeciak@austincc.edu

Austin: LBJ High School, Eastside Memorial High School, Northeast High School,

Area of Study: Health Science

Upward Bound Program

Trissi Johnson, Director Upward Bound

trissi.johnson@austincc.edu

Vacant Admin Assistant vacant@austincc.edu

Office: 512-223-7061

Terence McCrea, Supervisor Upward Bound terence.mccrea@austincc.edu

Crystal Bridgewater, Advisor crystal.bridgewater@austincc.edu

Austin: Northeast ECHS

Laura Pena, Advisor laura.pena@austincc.edu

Austin: Northeast ECHS

Check website or call main number above for updates. The High School Programs Student Handbook is available to download below:

<https://www.austincc.edu/academic-and-career-programs/dual-credit-programs/resources-to-help-your-students/parents>

Subscribe to the HSP Parent Newsletter:

<https://www.austincc.edu/academic-and-career-programs/dual-credit-programs/resources-to-help-your-students/parents/newsletter>

Information for Students

Coronavirus (COVID 19) Statement

Due to the ever-evolving nature of COVID-19, the Austin Community College (ACC) Catalog for the 2020-2021 academic year will include updates based on ACC's policy changes in response to [ACC Coronavirus \(COVID-19\) Information page](#) the pandemic. These updates will be reflected in the [Catalog Archives](#) section of the ACC Catalog and shared on the.

<https://www.austincc.edu/coronavirus>

While most courses and [support](#) will be offered online, it is important for some students (i.e. veterans) to know which courses would have been offered face-to-face in order to receive full benefits. Students should speak with their advisor prior to making course selections each semester. ACC will expand face-to-face instruction and student support services when the health and safety of our students and employees can be ensured as per state and federal guidelines.

Students enrolled at Austin Community College through High School Programs are covered by and subject to the rules and regulations for all ACC students. **A full description of these may be found in the 2021-22 ACC Student Handbook and Catalog, available on-line at <https://catalog.austincc.edu/>**

Below are some specific details of policies and procedures with additional information pertaining to high school students enrolled at ACC:

Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. The Family Educational Rights and Privacy Act of 1974 (PL93-380), provides that all records pertaining to a student that are maintained by the college must be open to inspection by the student and may not be made available to any other person without the written authorization of the student, except for educational or legal exceptions allowed under FERPA see website:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

As a condition of enrollment in ACC's high school programs, the college will share TSI scores, grades, attendance, course progress, and other educational records with high school officials. Under federal FERPA guidelines, high school officials may then disclose this information to parents. **ACC personnel cannot share confidential student academic information directly with any other third parties (including parents) unless the student has completed and submitted an ACC proxy form in the presence of an ACC employee for verification.**

Rights of Individuals with Disabilities

The Student Accessibility Services (SAS) office ensures students, if qualified, are able to access and participate in the educational opportunities available at ACC. SAS coordinators and specialists work with students, faculty, and staff to provide appropriate and effective accommodations for students based on their individual disability. Students who are receiving qualified accommodations or services at the high school **must still** complete the process through ACC's SAS office in order to receive accommodations in the college classroom. When students qualify for services, SAS staff will meet with them to determine reasonable, appropriate, and effective accommodations based on the courses in which the student is enrolled and their disability. There is a Student Accessibility Services office at each of our campuses. If a student has a disability, they should contact Accessibility Services at the campus that's most convenient for them or visit the ACC website and search for Student Accessibility Services to begin the process online. Accommodations are determined each semester based on the courses the student takes. Once accommodations are approved, students MUST pick up their current Notice of Approved Accommodations letter and submit it to their instructors as soon as possible. Students must meet visit a SAS coordinator or specialist prior to each semester of enrollment to select classes and to review and renew accommodations. For more information see link at : <https://hsorientation.austincc.edu/017/> or <https://www.austincc.edu/students/student-accessibility-services-and-assistive-technology>

Student Expectations

Students should remember that a dual credit course is a college course in all aspects. If a student is not doing well, they should consult with their high school counselor or assigned Academic Success staff member for guidance. College courses some- times deal with controversial issues or subject matter that high school courses may not address, which can provide new challenges for dual credit students. Nonetheless, dual credit students should be prepared and interact with the instructor as would any college student. Students should plan to spend 2 hours outside of class for every hour in class for homework and required assignments per a week. That totals 6 hours per week of outside work for one ACC 3-credit hour course. Students should pay careful attention to their instructor's system for assigning grades. Often the college grading system is different from the system that the high school uses. The instructor's grading system should be covered in the course syllabus that students receive during the first week of class. If students have questions or concerns in a dual credit course, it is their responsibility to ask the instructor what they need to improve in order to succeed in the class. Austin Community College has established a system of rights and responsibilities for student regulations highlighted in this handbook. It helps to explain students' rights, responsibilities, grievances, complaints procedures, rules, and regulations for general student behavior, discipline policies, and general guidelines that all students are expected to follow. Students who have questions about any of these should contact their assigned Academic Success staff member.

ACC student email

FERPA requires that the college deliver communication to students securely. Since ACC administers the email program, college personnel are assured that the student is the recipient. If students choose to forward email or share passwords, they take on the responsibility of protecting their privacy. Since ACC does not send any personal information to Google, students must authenticate themselves with ACC. Once authenticated, ACC will send a password reset request to Google on the student's behalf. This is the official communication for Austin Community College. Students should check their ACCmail frequently so they don't miss important notices and information from their instructors or from College and High School Relations staff. **IMPORTANT:** The assigned format for ACC student email is `firstname.lastname@g.austincc.edu`.

TSI

The Texas Success Initiative Assessment (TSI) requires students to demonstrate their college readiness in reading, writing, and math before they can take college-level credit classes. Students must take the TSI test when they enroll at ACC unless they can show proof of exemption or waiver from the requirement. It is possible to be declared TSI exempt or waived on the basis of another college-readiness standardized test score, such as ACT or SAT. For more information, please refer to ACC's TSI Preparation informational page: <https://www.austincc.edu/admissions/tsi-assessment>

Tuition Waiver/Payment Responsibility

For students enrolled in a TEA-designated Early College High School, P-Tech, Career Academy, or Innovative Academy program, tuition & fees are waived for up to 60 hours of college credit in any core curriculum or workforce courses required for their ACC certificate or degree. Their school district is required to cover the costs of textbooks and transportation to an ACC campus. *For students NOT in a program listed above:* Tuition and fees are waived for in-tax-district students for up to 12 eligible dual credit classes (36 credit hours) in core curriculum, workforce, or foreign language courses. In-tax-district includes the following school districts: Austin, Del Valle, Elgin, Hays, Leander, Manor, and Round Rock school districts, and those portions of the Pflugerville and Eanes school districts that pay property taxes to the City of Austin. Out-of-tax-district students are assessed a \$150 per course fee for up to 12 eligible classes (this includes distance learning classes). Dual Credit fee waivers do not cover textbook and material fees, which must be purchased by the student. Dual credit students will be limited to a total of 12 ACC course tuition/fee waivers. Any course taken once the 12 course limit is reached or a course not eligible for the dual credit tuition & fees waiver will be assessed regular tuition & fees based on the student's residency coding per the ACC Admissions & Records Office.

Attendance Policies & Procedures

Austin Community College values academic excellence and believes that students should demonstrate commitment to this value. Students are expected to attend classes in order to satisfactorily complete course objectives. For distance learning courses, students are expected to comply with the course syllabus requirements. You will be informed, via a written course syllabus, of all course objectives and the instructor's course policies. A student who is not in compliance with course policies or not meeting course objectives in the syllabus may be withdrawn from the course at the discretion of the instructor. A student who has been marked as 'Never Attended' on the instructor's attendance certification roster, will be administratively withdrawn from the course, effective one day prior to the official reporting date for the course.

It is the student's responsibility to consult with instructors and their advisor when course policies and objectives, such as the attendance policy, cannot be met, even if the absence is due to a high school event. Students are strongly encouraged to officially drop/ withdraw if they stop attending class for any reason. An instructor may initiate a withdrawal from class if attendance is unsatisfactory. When the instructor withdraws a student or the student is administratively withdrawn, written notice will be sent by the college to the faculty email address and to the ACC student email address. The student may appeal a withdrawal in writing immediately upon notification within five (5) business days after receipt of the college notice of withdrawal. The written appeal shall be made initially to the course instructor, who will respond in writing within five (5) business days. The student may appeal the in-structor's decision within five (5) business days to the appropriate Department Chair, then the Dean, whose decision will be final.

Withdrawing/Dropping a Course

Students who determine upon consultation with their Academic Success staff member that they are unable to complete a course with a "C" or better, should officially withdraw from the course before the last day to drop and still receive a "W" on their transcript. Students can withdraw using online services before the published withdrawal deadline. When a student withdraws before the 12th official class day for a 16-week session, the course is not recorded on a student's ACC transcript. All other withdrawals processed before the last drop day report as a "W" on the ACC official record. Discontinuing attendance, never attending, or notifying the instructor does not constitute official withdrawal. A change to a high school student's schedule does NOT constitute official withdrawal. Students who stop participating but fail to officially withdraw from a course will receive a grade of "F" for the course, and this will be a permanent part of the student's college record which may or may not affect their ability to transfer or be admitted to other colleges or universities or receive future financial aid upon high school graduation.

Courses with a performance grade (including W) will affect satisfactory academic progress and future financial aid eligibility. Withdrawals may affect financial aid eligibility upon high school graduation if the overall completion ratio is less than 67% at the time of high school graduation. **All high school students taking ACC classes should strive to maintain a 2.0 GPA and 67% completion rate in their college coursework (See Satisfactory Academic Progress).**

Grading System

The grading system used at Austin Community College is as follows:

A Excellent--4 grade points

B Good--3 grade points

C Satisfactory--2 grade points

*D Minimum Passing--1 grade point

F Failing--0 grade points

W Withdrew--Not Computed

I Incomplete--Not Computed

IP In Progress--Not Computed (*developmental courses only*)

S/F Satisfactory/Fail (*practicum courses only*)

AU Audit--Not Computed

* - Grades of "D" may or may not count towards degree or transfer. Consult with advisor for guidance.

Incomplete Grade

An instructor may award a temporary grade of Incomplete (I) to students who are unable to finish a course at the end of a semester due to an emergency or other unanticipated circumstances. A new completion date is determined by the instructor, but it may not be later than the final withdrawal deadline in the subsequent semester. When the student completes the required work by the incomplete deadline, the instructor will submit a form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F. If an Incomplete is not resolved by the deadline, the grade automatically converts to an F. Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted. An extension of an "I" grade must be approved by the faculty member and department chair.

Reporting of College Grades for High School Credit

At the end of each semester, designated ACC personnel will transmit grades for dual credit courses to the high school registrar or other designated ISD personnel at the student's high school. It is the responsibility of homeschooled students to retrieve their grades from ACC online services. **NOTE:** Each school district determines its own standards for converting the college grade into the high school grade for the purposes of determining high school GPA, class rank, etc. Check with your district on their policies.

Midterm and Numeric Grades

ACC instructor are not required to issue midterm grades or final numeric grades. However, a student may request a final course numeric grade utilizing the Numeric Grade Request form found in the Appendix of this Handbook. Students are also encouraged, and may in some cases be *required* to complete a Midterm Progress Self Report, a copy of which is also found the in Appendix, but which may also be obtained online. Instructions for completing the form online may be found here: <https://rb.gy/xtudsh> Students who are required to complete the Midterm Progress Self Report must consult with their assigned Advisor before being allowed to register for ACC courses in the subsequent semester.

Calculating ACC GPA

Calculate your cumulative GPA by dividing the total number of grade points by the total number of hourly course credits attempted. All coursework attempted at ACC for which a grade of A, B, C, D, or F was awarded will be considered when calculating your GPA. Grades of I, IP, S, W, AU, and CR are not considered. **Repeating Courses:** All grades for repeated courses appear on the transcript. An asterisk (*) by a course grade on your transcript indicates that the course has been repeated. In general, when non- Developmental Education courses are repeated, only the highest grade earned will be used in calculating the grade point average.

Satisfactory Academic Progress (SAP)

The College maintains a system for monitoring academic progress to identify those students experiencing academic difficulty. The College will intervene in a student's academic life when circumstances warrant, will limit enrollment and course selection if considered necessary, and may employ additional interventions that foster and encourage academic success. High school students are expected to maintain a 2.0 GPA and 67% completion rate in their college work, as well as to graduate from high school. For this reason, their ACC advisor and high school counselor may recommend more stringent interventions than those listed below, including suspending participation in dual credit, in order to decrease any negative impact college courses may have on the student's ability to graduate from high school.

The College's minimum academic standings and interventions are:

Good Standing

Cumulative 2.0 or greater Grade Point Average (GPA.)

Warning

A student who does not meet a cumulative 2.0 or greater GPA. **Intervention:** Registration hold applied. The student is notified of the academic standing and must meet with their advisor and develop a plan for improvement in order to register.

Probation

Warning moves to Probation when a student does not meet the cumulative 2.0 GPA during the subsequent semester of enrollment. The student must follow the requirements of a performance improvement plan and will remain on Probation as long as the semester GPA is 2.0 or greater. **Intervention:** Registration hold applied. The student must meet with their advisor for improvement in order to register.

Suspension

Probation moves to Suspension when a student on Probation does not meet the standard of a semester 2.0 or greater GPA during the subsequent semester of enrollment. The student is suspended for one semester. **Intervention:** Registration hold applied. Student is notified that: a.) The student is suspended and may not enroll in any ACC credit courses for the indicated period. b.) The student may have the opportunity to enroll for the semester under some stipulations. To be considered for conditional enrollment, the student must meet with a counselor for an Academic Standards of Progress Review. If the Dean of Student Affairs grants approval, the counselor and the student will develop a plan for academic improvement, including a mid-semester report on academic progress.

Conditional Reinstatement Suspension moves to Probation after the suspension period. The student will remain on Probation as long as the semester GPA is 2.0 or greater. A student not meeting semester requirements will be suspended for one semester. A student's academic status returns to Good Standing at any point that the student meets the cumulative 2.0 or greater GPA.

Intervention: Registration hold applied. The student is notified of the academic standing and must meet with a counselor and develop a plan for improvement in order to register.

Academic Honors

Austin Community College recognizes academic achievement at the completion of each fall, spring, and summer semester. Notification of the achievement will appear on the student's transcripts. If a student's cumulative grade point average (GPA) qualifies for an achievement award, the honor also will appear on their diploma. To be eligible for academic honors, students must complete 12 credits at ACC and earn at least a cumulative 3.5 GPA for the semester.

The academic achievements recognized at ACC are

<i>Designation</i>	<i>Grade Point Average</i>
President's Honor Award	4.0
Scholastic Excellence	3.75-3.99
Scholastic Leadership	3.5-3.74

High School Students who have completed at least 9 hours of ACC credit with at least a 3.25 GPA are also eligible to apply to Phi Theta Kappa, the ACC Honor Society—<https://sites.austincc.edu/honors/phi-theta-kappa-honor-society/>

ACC Graduation Honors for High School Students

Any high school student who completes at least 3 credit hours of college credit at ACC by the end of their senior year will receive a purple ACC bookmark. All high school students who have completed at least 12 hours of college credit at ACC by the end of their senior year will be awarded a purple cord. Also, high school students who are core complete by the end of their senior year will be awarded a purple/white cord. High school students who complete an ACC workforce certificate and/or Associate's Degree, will be awarded a white stole with the ACC logo to wear at the ACC Commencement. Cords and stoles will be presented to students at the Chancellor's Reception. Students should check with their school administration to confirm policies for wearing ACC cords or stoles at high school graduation ceremonies.

Key Dates for Seniors:

March 25, 2022—Deadline Application for ACC Spring graduation (Certificate and Associate's Degree completer)

May 5, 2022—ACC Chancellor's Reception (awarding of Commencement stoles and graduation cords)

May 13, 2022—ACC Commencement

Reverse Transfer

Students who complete at least 15 hours of college credit at ACC can qualify to be awarded an Associate's Degree after completing the additional 45 hours of required coursework at a public four-year university in Texas or a private university with which ACC has a reverse transfer agreement. The process is automated for those who have completed at least 30 hours at ACC, but the Associate's Degree may also be awarded after a review of the student's university transcript by the ACC registrar's office. For more information, go to: <https://www.austincc.edu/students/transfer-services/reverse-transfer/questions-and-answers>

Student Rights and Responsibilities Overview

As noted previously, students taking dual credit courses exist under two systems, that of their high school and their college, which may operate under different rules and regulations. It is important for students to understand the rules and regulations of all institutions in which they are enrolled for educational credit. **All ACC students, including high school students, are subject to the rights and responsibilities specified in the ACC Student Handbook, <https://www.austincc.edu/students/students-rights-and-responsibilities>** Students who violate ACC codes of conduct will be subject to the college's disciplinary processes, which may run parallel to, or differ from, those of their high schools. **This means that it is possible for high school students enrolled in ACC classes to face disciplinary actions administered by both the high school and college personnel for the same offense. Those disciplinary actions may differ, based on the rules and regulations of the different educational institutions.** Higher education is designed to meet the needs of adult students. Thus, any student enrolled in an institution of higher education is expected to behave in a mature and professional manner, regardless of age. Should a high school student face disciplinary action for conduct, College and High School Relations staff work with both ACC and high school personnel towards achieving the goal of changing the unwanted behavior with minimum disruption to the educational process. However, ultimate authority for determining disciplinary action rests with the ACC Student Affairs division. Any student who has questions about ACC processes or Student Rights and Responsibilities is encouraged to contact their assigned advisor or the Director of High School Programs Academic Success, melissa.biegert@austincc.edu.

Following are some specific items of special concern to high school students enrolled at ACC. **For further questions and updates, refer to the online 2021-22 Student Handbook at <https://catalog.austincc.edu/>**

Handling Academic Concerns as a High School Programs Student

Meeting with Faculty

All faculty have office hours, which are times set aside just to meet with students outside of class. Oftentimes it is difficult for high school students to attend faculty office hours because of the limitations of their schedule or location. This should not deter students from communicating with their professors. Students should consult with their assigned advisor if they are having difficulty meeting with their professors.

Grade Appeals

All course grades are awarded by the instructor of record. At the beginning of the course, the instructor will inform students of course requirements and grading policies. The instructor shall exercise professional judgment in the application of those policies and the awarding of grades. All grades are final except in the case of college error. Students who believe that an error was made on their final grade can appeal through a process explained on the ACC website below:

<https://www.austincc.edu/students/students-rights-and-responsibilities/grade-disputes>

The student's assigned advisor can answer questions and assist them with completion of the appeals process.

Academic Integrity Process

Austin Community College values academic integrity in the educational process. The following information is ACC's Academic Integrity Policy and Disciplinary Process when the policy has been violated. For more information follow link: <https://www.austincc.edu/students/students-rights-and-responsibilities/academic-integrity-process>

Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements, and expect to benefit from the claimed knowledge and skills of their graduates.

Purpose

The Academic Integrity and Disciplinary Process is established to foster and protect one of the core missions of the College, which is to assess and certify students' academic achievements. When assignments and exams reflect honest efforts and legitimate accomplishments, the academic progress of those students can be measured accurately and, in turn, any credentials awarded to them can reliably and fully attest to their actual academic achievements.

Application of the Rule

The Academic Integrity and Disciplinary Process is a part of the Student Standards of Conduct and Disciplinary Process (AR which applies to the on-campus conduct of all students. The code also applies to the off-campus conduct of students in direct connection with:

- Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad, or student teaching, research at other institutions or professional practice assignments; The Academic Integrity and Disciplinary Process governs students enrolled at all College campuses, centers, and in distance learning courses. A student alleged to have engaged in acts of academic dishonesty/misconduct is not permitted to withdraw from a course or from the College until allegation(s) are resolved. Students continue to be subject to federal, state, and local laws, and violations of those laws may also constitute violations of the Academic Integrity and Disciplinary Process in the Student Standards of Conduct and Disciplinary Process (AR 1.04.006). In such instances, the College may proceed with disciplinary measures independent of any legal proceeding that involves the same violation. The College may also impose sanctions independently of legal authorities, even if the legal proceedings are not yet resolved, or are resolved in the student's favor.

Student Rights

- Students have the right to receive a detailed course syllabus within the first week of class. Each syllabus should include course policies, instructor expectations, instructor office hours and location, instructor contact information, and grading requirements.
- Students have the right to receive a clear explanation of proper documentation in research assignments/projects, including but not limited to, a definition of plagiarism.
- Students have the right to timely academic evaluation that is fair and consistent.
- Students have the right to engage respectfully and appropriately in the free and open expression of ideas and opinions.
- Students alleged to have engaged in acts of academic dishonesty/misconduct have the right to due process in the resolution of the allegation.

Disciplinary Actions and Due Process for Academic Misconduct

Reporting Violations

All members of the College community are ethically bound to report suspected violations of academic dishonesty. Cases of suspected academic dishonesty should be reported to one or more of the following College officials:

- the instructor
- the department chair
- the instructional dean
- the campus Dean of Student Affairs (formerly Dean of Student Services)

If the complaint is received by an official other than the instructor, the official who receives the complaint should forward the complaint to the instructor as soon as possible.

When an instructor suspects or witnesses a violation of academic integrity, or receives a report of an alleged violation, the instructor shall notify the program chair, and meet privately and individually with the accused student(s) to discuss the allegations and review the supporting evidence. The student may not withdraw from the course or the College during the disciplinary review process.

Resolution/Penalties

In consultation with the program chair, the instructor may resolve the matter in one or more of the following ways:

- Dismissing the allegation;
- Issuing a written warning that further violations may result in additional penalties;
- Requiring the student to revise or replace the work in which the violation occurred;
- A reduction in the grade on the work in question;
- A failing grade on the work in question;
- A failing grade or other denial of credit in the course;
- Recommending disciplinary sanctions to the Dean of Student Affairs.

Within 5 (five) business days of the meeting with the student, the instructor shall provide written notification of the resolution to the student, the program chair, the instructional area dean, for informational purposes, and to the Dean of Student Affairs, for possible disciplinary action.

Due process will not be delayed because a faculty member is off-contract. In the event that the accusing faculty member is unable to participate in the investigation and/or appeal, the program chair or dean will represent the interests of the faculty member.

Multiple offenses of academic dishonesty will result in progressively more severe disciplinary sanctions up to and including expulsion from the College Appeals

Appeals.

A student found to be in violation of academic integrity has the right to appeal the instructor's decision(s). Appeals must be made in writing to the instructional Department Chair, within 10 (ten) business days following notification of the Instructor's decision(s). The appeal must state the specific grounds for appeal and should include all supporting documentation. Students have the right to appeal only once for each academic integrity violation. Students are encouraged to meet with a College counseling faculty member to explore options prior to submitting an appeal.

Within 7 (seven) business days of receipt of a student's written appeal, the Department Chair, in consultation with the instructional dean, shall request that the Vice President of Instruction convene an Academic Integrity Appeals Panel hearing. A description of this process may be found at: <https://www.austincc.edu/students/students-rights-and-responsibilities/academic-integrity-process>

Student Rights

Visit <https://www.austincc.edu/students/students-rights-and-responsibilities> for more information.

Course Expectations

Austin Community College students are guaranteed certain rights as citizens of the college community. Students have the right to receive a detailed syllabus within the first week of class for each course in which they enroll. Each syllabus should include course policies, instructor expectations, and grading standards. Students have the right to timely academic evaluation that is consistent and without prejudice. Students have the right to expect instructors to post and maintain office hours.

Due Process and Evidentiary Standard

Students have the right to due process in regard to any complaint or disciplinary action brought against them. College disciplinary procedures respect the due process rights of students. Due process includes:

1. Notice to the student of charges they are facing;
2. The right to know the evidence against them;
3. The right to know the name of the complainant; and
4. The opportunity to present their side of the story to an unbiased party.

The evidentiary standard used in resolving allegations of misconduct is preponderance of the evidence. This standard is met if the information indicates that it is 'more likely than not' that a violation occurred.

Student Responsibilities

A student attending an ACC-sponsored event or activity assumes responsibility for conduct compatible with the mission of the College as an educational institution. Although ACC is dedicated to an open, free society, some actions are inappropriate in an institution of higher education. Students who commit infractions pertaining to any of the following areas at an ACC-sponsored event or activity, or on ACC property or premises, are subject to disciplinary action. An ACC-sponsored event or activity is defined as any event or activity on or off campus that is initiated, aided, authorized, or supervised by ACC.

Misuse of college computers, technology, and other electronics

Students have the responsibility to adhere to rules regarding the use of college computers, technology, and other electronic resources. Specific violations include, but are not limited to, the following:

1. Installing or modifying any software or hardware without approval;
2. Violating the rights of others, including that of privacy;
3. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
4. Attempting to infiltrate unauthorized networks or systems, or attempting to damage or alter software, hardware, or data;
5. Deliberately disrupting or interfering with others' approved use of information systems;
6. Violating license restrictions or copyrights;
7. Producing advertisements or solicitations for non-college-related purposes;
8. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers;
9. Sending, posting, or possessing electronic messages that are obscene, sexually explicit, abusive, threatening, harassing, bullying, damaging to another's reputation, or illegal;
10. Using any ACC computer, facility, equipment, software, network, or other resource, including email:
 - a. For any activity other than that for which access or use was assigned or authorized; or
 - b. To commit or attempt to commit acts prohibited under college policy and/or applicable federal, state, or local laws.

Misconduct

Students have the responsibility not to impair, interfere with, or obstruct the orderly conduct, process, or function of the College or any of its students, faculty, staff, or guests. Threatening acts, direct or implied, concerning harm to others, illegal or unlawfully carried weapons, and/or explosives will be immediately addressed and reported to the necessary authority to ensure a threat is not imminent and individuals affected by the threat are notified and safe. Specific violations include, but are not limited to, the following:

1. Acting in a manner that significantly interferes with any ACC teaching, administrative, disciplinary, public service, or other authorized activity inside or outside the classroom.
2. Acting in a manner that endangers the health, safety, or welfare of others at ACC, including at ACC off-campus events.
3. Engaging in conduct of a harassing nature that does not constitute illegal harassment. Examples of this type of conduct may include, but are not limited to persistent, unwelcome teasing or offhand or offensive comments; pranks; a pattern of electronic, verbal or written communications that involve indecent, obscene, or inappropriate content; or a pattern of electronic or person- al (written or verbal) communications and interactions that are not welcomed or reciprocated by the recipient. Harassing behavior of this nature should cease to occur after notice is given that it is unwelcome, or an individual communicates they want the behavior to stop.
4. Destroying, damaging, misusing, or defacing college property.
5. Stealing from ACC or others.
6. Interfering with the freedom of movement of another person.
7. Interfering with the right of another to enter, use, or leave any College building, facility, property, service, resource, or activity.
8. Refusing to comply with the directions of a College official, including campus police, in the performance of his or her duty.
9. Failure to provide identification when requested by ACC personnel.
10. Violation of any ACC policy.
11. Possessing and/or using ACC keys/cards without authorization.
12. Providing false or misleading information to the college or its representatives.
13. Falsely reporting, by any means, the presence of an explosive, incendiary device, fire, or other safety hazard.
14. Failing to obey a summons or comply with the terms of any disciplinary sanction imposed in accordance with the Student Standards of Conduct.
15. Forging, using, or altering any College document, record, or ID without authorization.
16. Retaliation against an individual who has brought a complaint forward, or participated in an investigation of such complaint.

Drug and Alcohol Usage

ACC complies with local, state, and federal laws and penalties regarding the unlawful use of drugs and alcohol. The following are violations of the Student Standards of Conduct:

1. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, unless under the direction of a physician;
2. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance;
3. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College President, or designee;
4. Being under the influence of drugs or alcohol that was legally consumed, which causes disruption to the learning or working environment, or poses a concern of safety to the individual or others.

Illegal Acts

Students have the responsibility to adhere to all local ordinances as well as state and federal laws while on college premises or at college-sponsored events. Illegal acts include, but are not limited to, the following:

1. Possession or use of firearms or other weapons not in accordance with the Campus Carry Law which is outlined on the College's website at the following link: <https://www.austincc.edu/about-acc/campus-carry/policy>. Students are responsible for reviewing this information and adhering to the requirements. It is not a violation of this policy when possession or use of firearms or other weapons is for educational purposes with prior written approval of the professor or faculty sponsor, campus manager, and the campus police;
2. Gambling;
3. Theft of property;
4. Assault, attempted assault, terroristic threats, or stalking;
5. Title 5 of the Penal Code, Felony Offenses Against the Person
6. Hazing, including, but not limited to, any action or situation, with or without consent of the student, which intentionally or recklessly endangers the mental or physical health or safety of a student for the purpose of initiation or admission into any organization operating under the sanction of the Austin Community College District;

7. Violation of any state or federal law not specifically listed in this policy;
8. Unlawful discrimination and harassment.

Prohibition of Discrimination and Harassment

The College is committed to protecting the rights and dignity of its students and does not tolerate any form of illegal discrimination or harassment. The investigative, adjudicative, and disciplinary procedures in response to complaints of discrimination and harassment are addressed in the following policies, with the exception of reports of religious discrimination.

1. Prohibition of Sexual Misconduct: Administrative Rule 3.10.003
2. Prohibition of Discrimination or Harassment of Students on the Basis of Disability: Administrative Rule: Administrative Rule and Guidelines Procedures 6.02.002
3. Prohibition of Discrimination or Harassment of Students on the Basis of Race, Color or National Origin (Title VI): Administrative Rule 6.02.003

Reports of religious discrimination against students are investigated in accordance with the procedures outlined in this policy.

Solicitation, sales, and canvassing

ACC prohibits solicitation, sales, or canvassing (for any purpose) by students or non-students on college premises except with the written permission from the campus manager, subject to the approval of the Dean or Associate Dean of Student Affairs. Similarly, no concessions for profit may be operated on college property without the written permission from the Student Life Office and/or the campus manager, subject to the approval of the Dean or Associate Dean of Student Affairs.

Scholastic Dishonesty and Academic Misconduct

Reports of Student Standards of Conduct violations outlined in this section may be addressed through the Academic Integrity Disciplinary Process, the process outlined below for general disciplinary action, or both processes depending on the nature of the alleged conduct.

“Scholastic Dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but shall not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test;
6. Substituting for another student, or permitting another student to substitute for one’s self, to take a test;
7. Bribing another person to obtain an un-administered test or information about an un-administered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of that other’s work in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Correspondence During Process

The ACC-issued email address will be the primary method of corresponding with students. When correspondence is to be sent via

U.S. Mail, a student’s official address throughout either of the disciplinary processes described herein will be the address on file in the Admissions and Records Office. Students are responsible for ensuring their mailing address is current and for monitoring their ACC-issued email account.

General Disciplinary Action Process

A. Procedures

Violations of the Student Standards of Conduct are investigated by the Dean or Associate Dean of Student Affairs and by the Student Services Division specifically. Exceptions to this occur when a student violates a program-specific policy that is not addressed in the Student Standards of Conduct or violations of the Student Standards of Conduct are discovered in the course of an investigation under another policy or rule. A Conduct Notification Report detailing alleged violations of the Student Standards of Conduct by an ACC student must be completed. The general disciplinary procedure is as follows:

1. The alleged violation must be reported using a Conduct Notification Report and submitted to the appropriate Dean or Associate Dean of Student Affairs. This process will also be utilized in response to the receipt of a Police Incident Report referring conduct that can be addressed under this policy. Alleged violations occurring at ACC centers are reported to the center coordinator, while off-campus and Distance Learning incidents are reported to the Associate Vice President of Student Support Services who will then forward the report to the designated North, Central, or South Regional Executive Dean of Students Services for review by the appropriate Dean or Associate Dean of Student Affairs.
2. The Dean or Associate Dean of Student Affairs will conduct a preliminary review of the allegation which may include convening separate conferences, characterized by active listening, with the complainant and the respondent to understand the nature of the alleged violation. It is helpful for the Dean or Associate Dean of Student Affairs and the students to discuss the circumstances and issues of the alleged violation and to identify possible resolutions.
3. After completing the preliminary review of the complaint alleging misconduct, the Dean or Associate Dean of Student Affairs may (a) dismiss the complaint or (b) notify the respondent in writing (via ACC email) of the complaint against him/her and summon the respondent for a conference at which time they will have the opportunity to respond to the complaint of alleged conduct violation and to present information to support his/her version of the facts. A respondent shall have at least three (3) business days after receipt of written notice of the alleged conduct violation to prepare for the conference. Receipt of written notice is considered the date the email is sent.
4. If the Dean or Associate Dean of Student Affairs determines that the matter is best resolved in an informal manner, the involved persons will be provided with options or remedies that may be helpful or beneficial in finding a resolution, including informal which is outlined below in Section F.
5. At any point, and depending on the severity of the alleged conduct violation, a student may be issued an interim suspension pending completion of disciplinary proceedings. Procedures required for placing a respondent on interim suspension are outlined in Section G below.
6. The Dean or Associate Dean of Student Affairs will investigate the alleged violation. The investigation may include but is not limited to a review and consideration of information shared by the complainant and respondent, in addition to interviewing any witnesses identified by either party as having information related to the alleged misconduct. Character witnesses are not considered witnesses that have information related to the allegation and will not be interviewed. Should any follow up be required to clarify information received or to obtain additional information, the parties will be contacted by the investigating Dean or Associate Dean of Student Affairs to schedule an additional conference.
7. Once the investigation is complete, the Dean or Associate Dean of Student Affairs will make a ruling regarding responsibility and will disclose the determination of any consequent sanctions in accordance with the provisions below.

B. Sanctions

1. The Dean or Associate Dean of Student Affairs has the authority to issue sanctions including, but not limited to, the following:
 - a. Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
 - b. Alternative sanction, including restorative justice: In order for this type of sanction to be considered, a respondent must admit and take accountability for the alleged conduct violation, actively participate in the process to find resolution, and agree to the findings and sanctions assessed. If the alleged conduct was against an individual, that individual must agree to this type of sanction.
 - c. Reprimand: A verbal or written warning following a rule violation. Repetition of such a violation may result in more severe disciplinary action; and
 - d. Probation: The placing of a student on notice that continued violations or misconduct may result in suspension or expulsion from the Failure to comply with the College's rules, regulations or stipulated conditions, while on probation, risks further sanctions.
2. The following sanctions may be recommended by the Dean or Associate Dean of Student Affairs, but are subject to the review and approval of the appropriate Regional Executive Dean of Student Affairs:
 - a. Restrictions/Loss of Privileges: Restriction or loss of privileges as a student for a specified period of time, including but not limited to: attending College events and/or activities; accessing College property or specifically designated areas on Campus; or participating in student clubs or organizations;
 - b. Removal from course(s) that does not result in suspension from the College Suspension: Temporary removal from the College for a definite period of time and/or until stated conditions have been met. If necessary to ensure a safe and supportive learning environment, in order to gain re-entry to the College, a student's agreement to complete post-suspension terms may be required. Suspensions may exceed one semester. A student who is suspended may not enter College property without

permission from the Dean or Associate Dean of Student Affairs, and further loses all privileges to participate in any College activities or organizations; and

- c. **Expulsion:** Permanent separation from the College. A student receiving disciplinary expulsion is permanently prohibited from enrolling in classes at the College. This shall be noted in the student's permanent record, and a permanent bar to enrollment will be imposed.

C. Written Notification of Outcome of Investigation

Within ten (10) business days of the completion of the investigation the respondent will be notified by the Dean or Associate Dean of Student Affairs of the outcome in writing (via ACC email). The notice will include the findings, any resulting sanction(s), and the deadline and process for an appeal in accordance with Section D below.

The issuance of sanctions specified in Section 4(B)(2), are subject to the following review and approval process before notification can be sent:

- a. Before a Section 4(B)(2) sanction is issued or considered final, the appropriate Regional Executive Dean of Student Affairs must review the Dean or Associate Dean's findings and recommendations. Any written statements submitted by the complainant or respondent in relation to the allegations, must be included in the review.
- b. The respondent or complainant may be contacted via ACC email or telephone in the event the Regional Executive Dean of Student Affairs seeks clarification or answers to follow-up questions.
- c. Upon review of the findings and recommended sanction(s), the Regional Executive Dean of Student Affairs may approve, modify, or reverse the recommended sanction(s). The Regional Executive Dean's decision will be sent to the Dean or Associate Dean to include in the written notification.

D. Appeals

The process to appeal a sanction depends on the nature of the sanction.

- 1. Sanctions Other than Under Section 4(B)(2).** Students may appeal the ruling in writing to the appropriate Regional Executive Dean. The appeal must be submitted within five (5) business days of receipt of the ruling. The appeal is limited to a review of the documents. The student will be notified of a decision within five (5) business days of the receipt of the request for an appeal. The decision of the Regional Executive Dean of Student Affairs is final.
- 2. Appeals to Judicial Review Panel for Sanctions Under Section 4(B)(2).** Within five (5) business days following the receipt of written notification from the Regional Executive Dean of Student Affairs of a sanction outlined in Section 4B(2), the student may request an appeal to the Judicial Review Panel (JRP). Appeals must be submitted in writing to the designated Regional Executive Dean of Student Affairs subject to the limitations below:
 - a. Appeals to the JRP are limited to the following parameters:
 - i. Procedures were not properly followed as outlined in the Student Standards of Conduct & Disciplinary Process; or
 - ii. New or newly discovered information which substantially affects the outcome of the hearing has been discovered; or
 - iii. Evidence of bias in the proceedings.
 - b. The request must include supportive documentation substantiating one or more of the three above stated parameters. The appropriate Regional Executive Dean of Student Affairs will review the request and documentation to determine if a JRP will convene. Any requests submitted that do not include the parameters outlined above will be automatically denied. If the request is granted, the designated Regional Executive Dean of Student Affairs will appoint a Dean or Associate Dean of Student Affairs not associated with the case to serve as an Administrative Dean of Student Affairs who is responsible for organizing and conducting the JRP. The Administrative Dean of Student Affairs will serve as the JRP Chair.
 - c. Within five (5) business days following notification of the student's request, the designated Regional Executive Dean of Student Services will notify the student if a hearing will be convened and, if so, the name of the JRP Chair for the Judicial Review process. If approved, the JRP will convene within ten (10) business days from the student's receipt of notification that a hearing will be convened.
 - d. The JRP will convene as needed to review cases. JRP hearings are closed to the public, except for members of the student's family and any advocate appointed by the student. The student and advocate may confer privately during the hearing; however, only the student is permitted to address the JRP. The student must respond to all inquiries from the JRP.
 - e. The decision of the JRP to affirm, modify, or dismiss the finding of the Regional Executive Dean of Student Affairs will be communicated by the JRP Chair. The decision of the JRP is final and is not subject to further appeal.

E. Judicial Review Panel Procedures

A JRP is convened and chaired by a JRP Chair at the request of a Regional Executive Dean of Student Affairs.

- 1. Composition and Appointment.** The JRP Chair will appoint the members of the JRP. A JRP is composed of four members who must be neutral and unbiased and have not participated in decisions related to, nor had direct knowledge of the case:
 - a. Designated JRP Chair (Non-voting member)
 - b. Instructional Faculty representative (Dean, Department Chair, Full/Time Faculty, Adjunct Faculty) (Voting member)
 - c. Student Government Representative (Voting member)
- 2. Student notification:** The JRP Chair will notify the student in writing of the JRP hearing date. The notification should:
 - a. Direct the student to appear at the date, time, and place specified in the letter.
 - b. State the charges against the student.

- c. Outline which parameters form the basis of the appeal.
- d. Inform the student that counsel may represent the College and that the Dean or Associate Dean of Student Affairs involved with the case may question any witnesses or the student.
- e. State that the parties shall exchange lists of witnesses and copies of documentary evidence to be used at the hearing at least three (3) business days before the hearing.
- f. Advise the student of the right to:
 - A private hearing.
 - Appear alone or with a representative (who may be an attorney), who may confer with the student but may not advocate on behalf of the student to the JRP. Only the student has a right to address the JRP.
 - Know the identity of each witness who will testify, unless there is reason to believe that disclosure would endanger the health and safety of the witness.
 - Call witnesses.
 - Offer evidence.
 - Testify on his/her behalf.
 - Audio-record the hearing.
3. **Failure to appear:** If a student fails to appear, the hearing will proceed as scheduled with the parties who are present. The JRP is permitted to issue a ruling based on the record presented at that time.
4. **Hearing Procedure:** JRP hearings are informal in nature and are closed to the public.
 - a. Witnesses will be asked to affirm that their testimony is truthful.
 - b. Student witnesses will be told that they may be charged with Student Standards of Conduct violations if it is found that they intentionally provided false information to the JRP.
 - c. College faculty or other employees serving as witnesses will be told that they are subject to discipline under appropriate College rules for intentionally providing false information to the JRP.
 - d. The JRP Chair may remove any person who becomes disruptive during the hearing, including the student.
 - e. The process for the proceedings are as follows:
 - Introductions
 - Review of violation(s) and the pending resolution.
 - Student's rationale for appeal.
 - Initial questions from the JRP.
 - Witness testimony.
 - Additional questions from the JRP (if needed).
 - JRP deliberation.
 - f. Prospective witnesses, other than the complainant and the respondent, will be excluded from the hearing during the testimony of other witnesses.
 - g. Only the JRP shall be present at its deliberations after the hearing concludes. JRP deliberations shall not be recorded or transcribed.
5. **Records of the hearing:** The College will make an audio recording (or use assistive technology, if needed) of the JRP hearing. The student will be given a copy of the audiotape, if requested.

F. Informal Resolution

Informal resolution is utilized as an alternative means to resolve problems or disputes before initiating formal complaint procedures. Informal resolution may help facilitate quick resolutions while minimizing the need to participate in the formal investigative process. For informal resolution to proceed, both parties must agree to use this as a means to reach resolution. If informal resolution is proposed as an alternative to conducting an investigation of an alleged violation of the Student Standards of Conduct (see #4 in Section A: Procedures), to be binding in a disciplinary case, a resolution agreement must be approved by the appropriate Regional Executive Dean of Student Affairs. If resolution is not found, the investigation will be assigned to another individual that has investigative authority under this policy.

G. Interim Suspension

At any point during disciplinary proceedings, the Dean or Associate Dean of Student Affairs may impose an interim suspension not to exceed ten (10) College business days. Interim suspension may be imposed to ensure the physical or emotional safety and well-being of the complainant or others and/or prevent the respondent from engaging in any disruptive or destructive activity on property owned or controlled by the College or at any College-sponsored event or activity. Interim suspensions will be supported by evidence that the continued presence of the student at the College may pose a significant threat to others, to College property, or to the stability and continuance of normal College functions. The interim suspension is effective immediately on the date notification is issued.

1. **Right to a meeting:** A student issued an interim suspension will be given prompt opportunity to meet with the Dean or Associate Dean of Student Affairs. The conference is limited to discussion about the reliability of the information concerning the student's conduct, and whether the conduct and surrounding circumstances reasonably indicate that the student's presence poses a substantial and

immediate threat to himself or herself or to others or to the stability and continuance of normal College functions.

2. **Appealing an interim suspension:** The student may request a meeting to appeal the interim suspension with the appropriate Regional Executive Dean of Student Affairs. The meeting is limited to discussion about the reliability of the information concerning the student's conduct, and whether the conduct and surrounding circumstances reasonably indicate that the student's presence poses a substantial and immediate threat to himself or herself, to others, to property, or to the stability and continuance of normal college functions. The Regional Executive Dean of Student Affairs will affirm or rescind the interim suspension and provide notification to the student within two (2) business days of the meeting.

H. Hold on student records

In pending cases that could result in disciplinary action, the Dean or Associate Dean of Student Affairs may place a hold on the student's records and will notify the student in writing of such a hold.

I. Cases involving criminal charges

Students may be accountable both to local, state, or federal authorities and to the College for acts that violate the law and the Student Standards of Conduct. The college's disciplinary process will proceed without regard to criminal proceedings and their outcome.

If the College is notified of an off campus incident, that may have resulted in criminal charges against an enrolled student, the College will assess the information received to determine if the incident has a substantial connection to the interests of the College, and/or poses a safety threat to the College or an individual or group of individuals at the College.

J. Notice to victims of violence

Results of directly related disciplinary proceedings may be released to the victim of a violent crime or non-forcible sex offense, upon written request.

K. Disciplinary records

The College shall maintain for every student determined to have committed misconduct at the College, a disciplinary record that provides details regarding the violation, the disposition of the charge, and the sanction assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws. The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College record retention schedule.

Student Complaint Process

All ACC students, including high school students, have a right to have their voices heard. Following are the basic steps students should follow in case of a complaint against an ACC staff or faculty member. The procedures for filing complaints against other students are based upon the nature of the complaint. **For more information, please refer to the online catalog at <https://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures>**

NOTE: ISD personnel or parents who have complaints should refer them to their assigned High School Programs Academic Success staff, up to and including the Director. Staff contacts can be found at:

<https://www.austincc.edu/academic-and-career-programs/dual-credit-programs/staff-contacts>

First Step: First meeting

Attempt to resolve the complaint immediately with the person directly involved, in a meeting outside of the classroom environment.

Bring materials pertaining to the complaint. Each individual should take notes of the meeting for mutual clarification.

There may be instances when you cannot meet with the individual; if this is the case, proceed to step 2. *Note: This step can be completed by telephone conference.*

Second Step: Meeting with Supervisor

If unable to resolve the complaint with the individual involved, you must request a meeting with the employee's supervisor within 10 business days after the first meeting (excluding weekends, holidays, and scheduled breaks). The supervisor will respond to the request by scheduling a meeting within 10 business days to discuss the issue with you and, if desired, with the employee. All parties should make every effort to resolve the complaint at this level.

Third Step: Written Complaint

If you cannot resolve the complaint in the meeting, you must submit a formal, written complaint to the supervisor within 10 business days. Complaint forms are available from the campus administrative office, program chairs, instructional area deans, assistant deans, and the Student Affairs office at any campus. Write the complaint as briefly and succinctly as possible. Counselors from Student Affairs may advise you on the process of preparing your written statement. This completed form must be submitted to the supervisor within 10 business days of the meeting in Step 2. The supervisor will sign the form to acknowledge that a joint meeting has occurred. This does not constitute agreement to your complaint.

Fourth Step: Written Complaint Forwarded to Dean or Next Level Supervisor

Ask the supervisor to forward the complaint with written statements from the parties involved to the appropriate dean or next level supervisor. This form and written statements should be forwarded to the next level in the supervisory chain within five business days of the complaint having been submitted to the supervisor. The dean or next level supervisor will acknowledge receipt of the student's complaint within five business days.

Fifth Step: Meeting with Dean or Supervisor Next Level

The dean or next level supervisor will schedule a time to meet with you. At this time you can discuss the complaint with the dean or next level supervisor. Bring all supporting Student Complaint Process documentation to the meeting. The dean or next level supervisor will deliver a decision in writing within 10 business days of the meeting.

Sixth Step: Appeal to Vice President

If the complaint has not been resolved, you may appeal the dean's or next level supervisor's decision within 10 business days to the vice president overseeing the program involved in the complaint. Your written appeal, including all supporting documentation, will then be forwarded to the program's vice president, who may request an appointment with you to discuss the appeal or may choose to make a decision based upon a review of the written documentation.

Final Step: Determination

The vice president will make a decision concerning the complaint and notify you of the decision in writing within 10 days of receiving the appeal. The decision of the vice president is final.

Prohibition of Discrimination or Harassment of Students on the Basis of Disability

ACC prohibits discrimination against or harassment of qualified students with disabilities on the basis of disability in connection with all academic, educational, extra-curricular, and other programs of the College, whether they take place in the facilities of the College, at a class or training program sponsored by the College at another location, or elsewhere. This policy applies whether the alleged harasser is an ACC employee, a fellow student, a visitor to the College, or a vendor of the College.

Notice of Student Rights and Complaint Process

Any student with a qualifying disability who believes he or she has been the object of discrimination or harassment on the basis of such disability has the right to file a complaint with the ADA Coordinator:

Charlene Buckley

Director, Compliance Office/District Title IX Coordinator

Highland Business Center

5930 Middle Fiskville Road

Austin, TX 78752

Direct Phone: 512-223-7964

Email: charlene.buckley@austincc.edu or compliance@austincc.edu

Website: www.austincc.edu/offices/compliance

Students may also file a complaint with the United States Department of Education Office for Civil Rights by using the online complaint form at the U.S. Department of Education Office for Civil Rights website.

ACC's procedure for processing such complaints is outlined in the Student Handbook, <https://catalog.austincc.edu/support-services-and-student-progress/students-rights-and-responsibilities/student-standards-of-conduct-and-disciplinary-process/>

For more information on Complaint Process follow link: <https://catalog.austincc.edu/support-services-and-student-progress/students-rights-and-responsibilities/student-complaints-and-process/>

Prohibition of Discrimination or Harassment of Students on the Basis of Race, Color, or National Origin**Value Statement**

The Austin Community College District ("ACC or "College") seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, or National Origin in accordance with Title VI of the Civil Rights Act of 1964.

Purpose

Title VI of the Civil Rights Act of 1964 provides that no person shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Harassment is considered under the law to be a form of discrimination. ACC prohibits discrimination against or harassment of students¹ on the basis of race, color, or national origin in connection with all academic, educational, extra-curricular, and other programs of the College, whether they take place in the facilities of the College, at a class or training program sponsored by the College at another location, or elsewhere. This policy applies whether the alleged harasser is an ACC employee, a fellow student, a visitor to the College, or a vendor of the College. The process for lodging a complaint regarding discrimination or harassment on the basis on race, color, or national origin can be found in the online catalog at:

<https://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures>

Prohibition of Sexual Misconduct

Austin Community College District is committed to providing timely support and assistance to victims/survivors¹ of sexual misconduct. This policy provides detailed descriptions of how the institution identifies and responds to such complaints. This executive summary is intended to provide a short summary of essential information for persons who need immediate assistance so they do not have to navigate the entire document. This information is also included within the document in more detail. "Sexual misconduct" is an umbrella term that refers collectively to the below offenses that are prohibited. Those offenses are the following:

- Sexual Harassment/Discrimination
- Sexual Assault, which includes Non-Consensual Sexual Penetration and Sexual Touching
- Intimate Partner Violence which includes Dating Violence and Domestic Violence
- Sexual Exploitation
- Stalking
- Gender-based harassment and discrimination that is non-sexual

Students who experience an incident of sexual misconduct should refer to resources in the online catalog, <https://catalog.austincc.edu/support-services-and-student-progress/students-rights-and-responsibilities/title-ix-and-the-colleges-prohibition-of-sexual-misconduct/>

Transportation & Parking

The college neither provides nor pays for transportation to ACC facilities for dual credit students. Transportation is arranged and policy determined by the student's home school district. Under TEA regulations, school districts are responsible for providing transportation for students studying at ACC through a designated Early College High School program. Students should check with their high school administration on transportation plans and policy.

High school students who drive their own vehicles to campus are expected to obey all traffic and parking regulations. Students who park on campus will need to purchase a parking permit and may only park in designated spots. Annual parking permits are valid for one full academic year, September 1 through August 31. Permits may be ordered online and picked up in a campus Cashier or Manager's office. To order a parking permit, go to:

<https://www.austincc.edu/students/parking-and-transportation/obtain-a-parking-permit>

Field Trips

High school students who participate in any ACC field trip are expected to behave in a mature manner to represent the college and their high school well. College and high school relations personnel will coordinate with high school staff to arrange details. Field trips, organized either by the college or by high school staff, should not interfere with student's academic work. Should a student miss a college class for a field trip, they should notify their instructors in advance and make arrangements to complete all work covered in that day's lesson.

Student participating in an ACC-organized field trip should complete a field trip waiver and submit to the college representative Organizing the event. Waivers may be found at:

https://www.austincc.edu/sci_safe/physic/docs/Science%20Field%20Activity%20Waiver%208_18_10-2.pdf

Emergency Procedures

If there is an emergency and you're taking your ACC classes at your high school, please follow the instructions provided to you by high school personnel.

If you're taking your ACC classes at one of our campuses, Emergency Procedures and Campus Safety Plans are posted in classrooms, offices, conference rooms, and other areas. Review these plans to learn evacuation routes, outside rally locations, and in-door shelter-in-place areas. More detailed procedures are available at <https://www.austincc.edu/offices/emergency-management> as well as information about ACC's emergency mobile app.

Campuses are equipped with alarms, electronic message boards, loud speakers, and outside emergency phones. In addition, trained campus emergency teams assist students and employees during an emergency.

ACC Emergency Alert

ACC Emergency Alert allows the college to distribute critical information to you quickly, wherever you are located. ACC Emergency Alert sends an email to your ACCmail account and can send voice and text messages to your cellphone. You must verify that your information is registered correctly in Online Services to receive the phone and text alerts. ACC Emergency Alert is used to communicate campus emergencies, crime alerts and weather closures. It is periodically activated for the purpose of testing the system. You don't need to worry about receiving unsolicited messages. Your name and phone number will not be shared with anyone else through this system. More detailed procedures are available at <https://www.austincc.edu/offices/emergency-management/acc-emergency-alert>

Campus Police

All crimes occurring on or adjacent to ACC property should be reported to the ACC Police District Police Department by contacting an officer on campus or calling ACC Police. Hours and locations can be found:

<https://www.austincc.edu/offices/district-police>

For Parents

Helping your Student

Your support is your teenager's most important resource. It doesn't matter whether or not you went to college—by encouraging your children and assuring them that college is important and that they can succeed, you can help them far more than anyone else.

If your student is a participant in any of high school programs, parents must always keep in mind that all college students, regardless of age, are covered by the Family Education Rights and Privacy Act (FERPA), the text of which may be found at: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Under FERPA, colleges must respect the privacy rights of all students, regardless of age. In the classroom, students are treated by faculty as adults, and they are subject to all of the rights and responsibilities of ACC students as specified in the ACC Student Handbook, the text of which may be found here at College Catalog & Student Handbook: <https://www.austincc.edu/catalog>

Students are expected to do their own work and interact directly with professors and college personnel. Parents should encourage their students to handle college issues on their own, with little or no interference.

Here are a few things parents ***should*** do:

- Support students in their studies by providing study space and time with few distractions
- Encourage the value of higher education
- Discuss long-term educational and career goals with students
- Prioritize college courses in planning family events and activities
- Ask students about their progress in college classes
- Encourage students to be responsible for their own actions and advocate for themselves
- Hold students accountable for successful completion of college courses, or lack thereof

Here are a few things parents should ***NOT*** do:

- Student's work, as this would be a violation of college academic integrity policies, subject to disciplinary action, including potential suspension from college
- Contact student's professors; parents who have questions about ACC's High School programs should contact personnel in that specific program's office
- Plan activities that would interfere with student's ability to attend college classes or complete their college work
- Make excuses for students who fail to meet college expectations or rules

Discover all that ACC has to offer

Support systems are available at Austin Community College, such as learning labs, free tutoring, career planning, transfer services, and computer access, but students must seek out the services, ask for the help, and follow through. You can make sure your teenager finds out about all the resources available through Student Affairs. For Student Affairs Hours of Operation see website at:

<https://www.austincc.edu/students/student-affairs/hours>

Important Information for Homeschool Parents

ACC welcomes students who are being homeschooled. Like all other High School Program students, they must have completed the equivalent of 8th grade and met the same TSI requirements as all other students prior to taking dual credit courses.

For enrollment and advising purposes, homeschooled students are usually assigned to the High School Programs staff who serve the public school the homeschooled students would otherwise be assigned to. See charts on pp. 7-8, or call the High School Programs office. ***As staffing and office assignments are subject to change, please check the division webpage for updates:*** _

<https://www.austincc.edu/academic-and-career-programs/dual-credit-programs/staff-contacts>

In addition to fulfilling the usual steps for dual credit enrollment, homeschooling parents must have a signed MOU with Austin Community College. Parents should contact the Enrollment & Outreach department to obtain a copy of the MOU. **NOTE:** Student must have a state-issued I.D. See below for information on obtaining one.

While ACC will provide a college transcript for the student, the homeschool parent is responsible for creating a high school transcript that reflects all of the coursework students have taken.

ACC highly recommends that homeschool parents utilize the following online resources as they prepare for their students to take dual credit courses:

Ways to help your students:

<https://www.austincc.edu/academic-and-career-programs/dual-credit-programs/resources-to-help-your-students/parents>

Texas Education Agency—Homeschooling:

https://tea.texas.gov/Texas_Schools/General_Information/Finding_a_School_for_your_Child/

Texas Homeschool Coalition Association:

<https://thsc.org/home-school-resources/high-school-and-beyond/#Through-High-School>

Texas DPS —How to get a State ID Card:

<https://www.dps.texas.gov/DriverLicense/applyforID.htm>

Appendix

State Resources for Frequently Asked Questions About Dual Credit in Texas:

Texas Education Agency (TEA):

https://www.legacypreparatory.com/wp-content/uploads/2017/10/TEA_Dual_Credit_FAQ.pdf

Texas Higher Education Coordinating Board (THECB):

<http://www.thecb.state.tx.us/reports/PDF/1514.PDF?CFID=82261042&CFTOKEN=48543956>

ACC Resources for Students:

Learning Lab (Free Tutoring!)

All ACC students are eligible for free tutoring in the ACC courses in which they are currently enrolled. This includes prospective students studying for the TSI Assessment. Please visit the following webpage for more information:

<http://www.austincc.edu/support-and-services/tutoring-and-academic-help/learning-lab-services>

Library Resources

- All ACC students are eligible to utilize Library Services including the Librarians themselves for any assistance. For more information, please visit the follow webpage for more information

<http://library.austincc.edu/>

Online Services for Students

You may log into the following webpage and you will have full access to the following resources:

- Self Service Student Planning – Where you can plan and register for your ACC courses
- Viewing grades
- Requesting Transcripts (free of charge) to be sent to your destination of choice
- Required Textbooks
- Payment of classes, if applicable

<http://www.austincc.edu/online-services>

Ellucian Go App

Ellucian Go helps you stay connected to your college or university like never before. You'll have access to great features that make your campus experience more effective, more efficient, and more fun.

Some key features include:

- Registration - Search and register for your planned courses wherever you are
- Grades — Check your midterm and final grades on the go.
- Account Balance – Check your account balance and make a payment
- Notifications/Holds — Stay informed with personalized announcements delivered right to your device

Available on Apple: <https://itunes.apple.com/us/app/ellucian-go/id607185179?mt=8>

You can also download the Android version. <https://play.google.com/store/apps/details?id=com.ellucian.elluciango>

Blackboard

Blackboard is a learning environment you will use for most of your course functions.

It is up to the instructor to utilize this online tool in conjunction with their class. If they decide to utilize it, they will inform you on the first day of class.

You can access course information, announcements, messages, assignments, quizzes, and the Discussion Board inside the Blackboard site. You can also submit and retrieve your coursework using Blackboard, so take some time to learn how to use the site effectively and efficiently, if it applies to your course

<http://www.austincc.edu/blackboard>

Texas Common Course Numbering System

As one of your benefits of taking an ACC course, your earned credit may transfer to a four year university. To assist you, please

check The Texas Common Course Numbering System (TCCNS) website below. TCCNS is a voluntary, co-operative effort among 135 Texas community colleges and universities to facilitate transfer of freshman and sophomore level general academic coursework.

TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. *We always recommend verifying ACC credits will transfer with the four-year institution. Can be found on the website at:* <https://www.tccns.org/>

Helpdesk

For assistance with ACCeID or ACCmail or related registration issue, contact the ACC Help Desk at (512) 223-4636 or www.austincc.edu/help.

Understanding the Course Schedule

The course schedule displays classes for the current and future semesters. Click on the course title to view a description. You can also view course descriptions in the ACC catalog.

IMPORTANT: Read the course description before enrolling to make sure you are eligible to take the class and that it meets your degree or transfer requirements.

Sample course listing:

BIOL 1308 Biology Fundamentals

Designed to provide the fundamentals of biology and critical thinking skills to prepare students for BIOL 1406 (Cellular and Molecular Biology), BIOL 2304 (Human Anatomy), BIOL 2305 (Human Physiology) and BIOL 2404 (Intro to A&P). May serve as a preparation for taking the anatomy and Physiology assessment tests. ****This course uses wait listing. See waitlist instructions and other information.**

20	R	[4/24/8]	36116	Lec	+	016	CYP	CYP5	2208	MW	7:30am-10:20am	Textbooks	Directory	VanGorkom, Eric
----	---	----------	-------	-----	---	-----	-----	------	------	----	----------------	---------------------------	---------------------------	-----------------

What the course information means

Reading a course listing is easy once you understand the codes and abbreviations. The course listing for a sample Biology course is explained below.

Skill prerequisite legend

Course Description Skill

Prerequisites Code Skill

Requirement

A Reading and special

approval B Reading and math

D Reading, math, and special

approval E Reading and writing G

Reading, writing, and math

I Reading, writing, and special

Approval J Writing and math

K Writing and special approval

N Math, writing, and special approval

O Reading, writing, math, and special

approval P Special approval

R Reading

S Math

Y Math and special approval

Z Writing

Course Schedule Information Guide

Schedule Display	Explanation	Description
BIOL 1308	Course prefixes, course numbers	This letter and number code (BIOL 1308) indicates the course subject and credit hours. The second digit in the four-digit number indicates semester credit hours.
Biology Fundamentals	Course title	The course name (Biology Fundamentals) follows the course number.
Designed to provide the fundamentals of biology and critical thinking skills to prepare students...	General description	General description, course notes, prerequisites, restrictions, and cross-listed courses. The course description links to more detailed information.
20	Registration status	If a class is open, this represents the number of available seats. If a "c" is listed it indicates a closed section. If an "x" is listed it indicates a cancelled class which won't be offered again for that semester.
R	Prerequisite needed	Represents the type of prerequisite needed. Refer to the skill prerequisite legend chart below for skill codes.
[4/24/8]	Current enrollment/class capacity/and, if applicable, waitlist enrollment.	How many students are currently enrolled for the class / How many students the class can accept / How many waitlist slots for the class are available (if applicable). If a course offers a waitlist, it will be noted. View more information about waitlisting.
36116	Synonym	This five-digit number identifies a particular section of a course. You'll need this number for Express Register .
Lec	Type of class	Specifies if the class is a lecture, lab, or some other type of class.
+	Prerequisite needed	A plus (+) sign before the section number means the course has a prerequisite. Refer to the course description.
016	Section number	Designates a particular section of the course.
CYP	Campus	The ACC Campus at which the class occurs. Refer to the location legend .
CYP5	Campus building	The building at which the class occurs.
2208	Room number	The room in which the class occurs.
MW	Class meeting days	The days of the week are listed by their initial letters: TTh means a class meets Tuesday and Thursday; Sa means a class meets on Saturday. Class hours follow the weekday.
7:30am -10:20am	Class meeting times	The time of day in which the class occurs.
Textbooks	Link to textbook information for the class	Links users to what textbooks are needed for the course.
Directory	Link to the instructor's directory information	Links users to the ACC directory where more information about the instructor can be viewed.
VanGorkom, Eric	Instructor name	Name of the instructor for the class. A "Staff" listing here means no instructor has been assigned to the class yet.



Numerical Grade Request Form

Please fill out this form in its entirety and submit to your college instructor to request a numerical grade.

Part I (to be completed by Student or High School Personnel)

Student Name: _____

Student ACC ID#: _____

Student High School ID#: _____

High School Registrar Name: _____

High School Registrar Email: _____

High School Registrar Fax #: _____

Part II (to be completed by ACC Instructor):

Course Name: _____

Section Number: _____

Final Numeric Grade Obtained in Course: _____ out of 100 Points

College Instructor Name: _____

Instructor Signature: _____

If college instructor agrees to provide a numerical grade, this form may be faxed or scanned and emailed to the high school registrar whose information is provided in this form. The college instructor may also send an email directly to the registrar with the information indicated in this form. If an email is sent, the address must end with “.edu” to verify that it belongs to an instructor associated with an Institution of Higher Education.

Field Activity Waiver, Release of Liability, and Acknowledgement of Policies

Activity: _____ Course/Section: _____

Leader(s): _____ Semester/Year: _____

Participant information (please print):

Name: _____

Address: _____

Telephone: _____

I, _____ (*participant or legal guardian if the participant is not yet 18 years of age*), waive, release and discharge Austin Community College District (ACC), its trustees, officers and employees from any claims, demands, costs, causes of action, or damage as a result of property loss or damage, or personal injuries sustained to myself during my participation in or traveling to and from locations for field trips or field activities for this course. Furthermore, I intend this waiver and release to be legally binding on my heirs, executors, administrators, estate and assigns. In the event that ACC or any trustees, officers, agents, employees or volunteers of ACC provides transportation for me, this Waiver and Release shall extend to and release any volunteer driver or employee driver from any aforesaid liability.

In the event that I become ill or have any type of accident or other emergency situation concerning my health, safety or well being, I authorize ACC to obtain the services of a licensed physician to treat and administer medication to me. By doing this I release and hold harmless ACC, its trustees, officers and employees, for any liability whatsoever that may result from negligence, nonfeasance or malfeasance that may arise as a result of the emergency and/or treatment.

I, _____ (*participant or legal guardian*) the undersigned, hereby state that I am an adult over the age of eighteen (18) years, and that I am mentally competent to make this release. I will notify ACC in writing if this status changes. Students under 18 must have the signature of a parent or legal guardian on this form. I further state that I am physically able to participate in the field trips or activities during the semester indicated above.

By signing this form I acknowledge that I have read, understood, and received the policies for all field activities in this course and that I agree to follow them. If I have provided emergency or health information I agree that I will notify the leader in writing of any changes that occur during the semester.

Signature of Participant (if under 18, parent or legal guardian must sign) Date

Signature of Witness (witness must be at least 18 years old) Date

Printed Name of Witness

Submit this form to the professor or ACC field activity leader. The instructor must submit the completed form to the Department Safety Coordinator before the activity.

8/18/2010



Please complete
Semester: _____ Year: _____

College and High School Relations

STUDENT MIDTERM PROGRESS REPORT

STUDENT SECTION

Student Name	ACCeID	Date
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COURSE #1

Course Name & Number	Professor	Current Grade in this Course
		A B C D F W

The current course grade average is based on the following grades:

Tests	Quizzes	Assignments	Attendance
Participation	Projects/Papers	Lab(s)	Other

COURSE #2

Course Name & Number	Professor	Current Grade in this Course
		A B C D F W

The current course grade average is based on the following grades:

Tests	Quizzes	Assignments	Attendance
Participation	Projects/Papers	Lab(s)	Other

COURSE #3

Course Name & Number	Professor	Current Grade in this Course
		A B C D F W

The current course grade average is based on the following grades:

Tests	Quizzes	Assignments	Attendance
Participation	Projects/Papers	Lab(s)	Other

COURSE #4

Course Name & Number	Professor	Current Grade in this Course
		A B C D F W

The current course grade average is based on the following grades:

Tests	Quizzes	Assignments	Attendance
Participation	Projects/Papers	Lab(s)	Other

ADVISOR RECOMMENDATIONS (Office Use Only)

- Consult with an assigned ACC Advisor _____
- Attend free tutoring at the Learning Lab for the following course(s): _____
- Consult with an ACC Counselor _____
- Drop or Withdraw from the following course(s): _____ . The last day to drop or withdraw from a course is: _____
- Other Recommendations or Comments: _____

Student Signature	Date
Advisor Signature	Date

DISTRIBUTION: 1st White – CHSR Department; 2nd Canary – High School Counselor; 3rd Pink – Student

Glossary of Terms

ADVISING-recurring process by which students consult with an advisor every semester to discuss their academic goals, progress, needs, and plan their next semester's courses with submission of a completed enrollment form. *Submitting an enrollment form to an ACC advisor does not register you for any courses.* See pp. 6-8.

A/R-Admissions & Records is the office where submission of documents and updates to student records are made.

DUAL-Dual Credit is one of the programs under the umbrella of ACC's College & High School Relations Office. Students can earn both college and high school credit for courses approved by their school district, private, charter, or home school.

ECHS-Early College High School is one of the programs under the umbrella of ACC's College & High School Relations Office., regulated by the Texas Education Agency Designated high schools offer the opportunity for students to earn an Associate Degree while enrolled in high school.

FAFSA-Free Application for Federal Student Aid is the application that the Federal government uses for students to apply for assistance to pay for college & related expenses

FERPA-The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records.

GPA-Grade point average. Satisfactory academic progress is a 2.0 GPA.

HOLD-an obligation due to the college that prevents a students from registering. Common holds include the need to meet with an advisor, to submit enrollment forms or other documents.

MID-TERM PROGRESS REPORT-a form that students must complete at mid-point each semester indicating their current grades in college courses and used for discussion during advising

REGISTRATION-after advising is complete, students have the responsibility for logging in to ACC Self-Service system and officially registering themselves for courses approved by their advisor. *Meeting with an advisor at your school or at ACC is not registration, it is advising.* See pp. 6-8.

SAP- is a Federal regulation that requires that all students receiving financial aid must maintain satisfactory academic progress (SAP) in order to remain eligible for financial aid. The minimum standard is a 2.0 GPA and 67% course completion rate, although it may be higher at some institutions.

SAS-Student Accessibility Office is where eligible students with unique learning needs can apply to receive additional learning support services.